

## **School Textbook Reimbursement Contingency Fund Instructions**

### **Reimbursable Items**

1) *Textbooks (including textbooks used in special education and gifted and talented classes)*

The term "textbook" means systematically organized material, designed to provide a specific level of instruction in a subject matter category.

To be claimed for reimbursement, textbooks must: 1) be listed on the official state adoption list; 2) must have been waived by the State Board of Education; or 3) must be used in special education or gifted and talented classes.

Textbooks used in approved instructional courses that are not included on the official state adoption list (open categories) must be adopted for use by the local school corporation.

2) *Workbooks (including workbooks used in special education and gifted and talented classes)*

The term "workbook" means consumable, copyrighted material used by students for no more than one (1) school year which supplements a textbook and is designed to guide the work of a student by providing questions, exercises, etc.

3) *Consumable Textbooks (including consumable textbooks used in special education and gifted and talented classes)*

The term "consumable textbook" means a consumable core instructional textbook used by students for no more than one (1) school year. In addition, consumable kit materials that are part of an adopted textbook are considered in this category for reimbursement.

4) *Consumable Instructional Materials used in special education and gifted and talented classes.*

The term "consumable instructional material" means instructional material used by students for no more than one (1) school year. This category is for special education and gifted and talented classes ONLY.

5) *Developmentally Appropriate Material for instruction in Kindergarten through Grade 3, laboratories, and children's literature programs.*

The term "developmentally appropriate material" means material that is used instead of the purchase of a textbook.

Grade 1, 2, and 3 developmentally appropriate materials would only be reimbursed for special education and gifted and talented classes unless a waiver not to use a textbook has been obtained.

**School Textbook Reimbursement Contingency Fund - Instructions**  
**Summary Claim Form 2010-2011**

**Column 1 - Grade Level**

- a. Grade levels for Kindergarten through Grade 12 are represented.

**Column 2 - Number of Eligible Students (Pre-populated based on your student data submitted).**

- a. Only students who have met the eligibility determination for APPROVED FREE OR REDUCED PRICE MEALS or APPROVED FREE OR REDUCED PRICE MILK are eligible for textbook assistance.
- b. All eligible students, including eligible gifted and talented and special education students must be classified by grade.
- c. Each school must maintain complete and accurate information concerning the number of students determined to be eligible for assistance for State Board of Accounts audit.

**Column 3 - Total Cost of Textbooks**

- a. The cost of each textbook must be the price as listed on the official textbook adoption list(s) or the verifiable purchase price for open category textbooks and textbooks used in gifted and talented and special education. Do NOT use textbook rental costs or class fees of any type.
- b. Prorate textbooks which are shared by students and textbooks used on a quarter or semester basis.
- c. Kindergarten textbooks are eligible for reimbursement if the textbook is listed on the official adoption list or if it has been adopted for use by the local school corporation.
- d. Provide the TOTAL COST of textbooks for all eligible students at the appropriate grade level. Example: If the cost of textbooks for one third grade student is \$100 and you have 22 eligible third grade students, the total cost of textbooks is \$2,200.00.
- e. Textbooks which have been adopted (or waived) by the State Board of Education and textbooks for approved instructional open categories, gifted and talented education programs, and special education programs are the ONLY textbooks which may be claimed.
- f. The state does NOT reimburse for supplies or class fees. These expenses are the responsibility of the local school corporation.

#### ***Column 4 - Total Textbook Entitlement***

- a. This column is the product of the total costs, which appear in Column 3, multiplied by twenty percent (.20) and rounded two decimal points (.005 rounds up to .01 and .004 rounds down to .00). This calculation happens automatically in the claim form application.

#### ***Column 5 - Total Cost of Consumable Textbooks and Workbooks***

- a. Consumable textbooks are those which have been adopted (or waived) by the State Board of Education as well as those consumable textbooks for approved instructional open categories, gifted and talented education programs, and special education programs which have been adopted for use by the local school corporation and are used by students for no more than one (1) school year. These books might include approved primary grade math books, handwriting books, and similar textbooks.

Consumable kit materials that are part of an adopted (or waived) textbook are reimbursable under this category.

Workbooks are those consumable, copyrighted materials designed to supplement textbooks and guide the work of a student by providing questions, exercises, etc. Workbooks are used by students for no more than one (1) school year.

- b. The cost of each consumable textbook and workbook must be the price as listed on the official textbook adoption list(s) or the verifiable purchase price.
- c. Provide the TOTAL COST of consumable textbooks and workbooks for all eligible students at the appropriate grade level.

#### ***Column 6 and Column 7 - Consumable Instructional Materials***

- a. ONLY consumable instructional materials for gifted and talented and special education may be claimed for reimbursement.
- b. The cost of each consumable instructional material must be a verifiable purchase price. The Department has the authority to request purchase orders; therefore, you must maintain complete and accurate records regarding the cost of instructional materials.
- c. For school corporations sending students to a special education cooperative and being billed a flat instructional fee (not a tuition fee) for those students, the total fee may be listed as instructional materials and the textbook/workbook breakdown will not be necessary. You must maintain a bill from the cooperative that reflects the instructional fee charged and paid.
- d. Provide the TOTAL COST of consumable instructional materials for all eligible gifted and talented and special education students at the appropriate grade level in the appropriate column.

**Column 8 - Developmentally Appropriate Material**

- a. Developmentally appropriate material means material that is used instead of the purchase of a textbook.
- b. In an adopted category, if a waiver not to use a textbook has been obtained, the cost of developmentally appropriate material may be claimed for Kindergarten through Grade 3, laboratories, and children's literature programs.

In open categories, gifted and talented education programs, and special education programs, if a textbook is not purchased for a course, the developmentally appropriate material may be claimed for Kindergarten through Grade 3, laboratories, and children's literature programs.

- c. The amount of reimbursement requested must be amortized for the number of years in which the material is used and cannot exceed a total of 100 percent of the costs incurred. The cost of each developmentally appropriate material must be a verifiable purchase price. You must maintain complete and accurate records regarding the cost of developmentally appropriate materials.
- d. Provide the TOTAL COST of developmentally appropriate material for all eligible students.

**Column 9 - Total Amount Claimed (4 + 5 + 6 + 7 + 8)**

- a. Column 9 is the sum of Columns 4, 5, 6, 7, and 8. This represents, by grade, the entitlement for reimbursement and is calculated by the computer upon submission of your data.
- b. The vertical addition of Column 9 provides the Grand Total amount which the school corporation is eligible to receive from the School Textbook Reimbursement Contingency Fund for eligible free/ reduced lunch students and is calculated by the computer.

**FINAL CHECKS**

- a. Claims from individual schools buildings are not acceptable. One claim form is to be submitted for each corporation.
- b. Collection period is October 1 through October 31, 2010.
- c. Be certain that the date, required signatures, and the phone number of the preparer have been included on the hard copy of the form submitted to the Office of School Finance by November 12th. Be sure to retain a copy for your records.